

# BUDGET LETTER

		NUMBER:	11-24
SUBJECT:	SUPPLEMENTAL LANGUAGE REPORT REQUESTS	DATE ISSUED:	September 6, 2011
REFERENCES:	SUPPLEMENTAL REPORT OF THE 2011 BUDGET ACT COMPILED BY THE LEGISLATIVE ANALYST'S OFFICE	SUPERSEDES:	BL 10-21

TO: Agency Secretaries  
Department Directors  
Departmental Budget Officers  
Departmental Accounting Officers  
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

The Supplemental Report of the 2011 Budget Act contains statements of intent or requests of departments for studies or reports adopted by the Legislature. The Legislative Analyst's Office (LAO) has posted the Supplemental Report on its website at <http://www.lao.ca.gov/>.

If departments agreed to the requests in the Supplemental Report when discussed during hearings on the 2011-12 Budget, they are strongly advised to comply.

In the interest of maintaining a positive working relationship with the Legislature, departments are to notify the Governor's Office and the Department of Finance (Finance) within one month from the date the LAO posted the Supplemental Report on their website, if they will be unable to comply with any request contained in the Supplemental Report by the specified deadline. Departments should not wait until legislative hearings on the 2012-13 Budget to inform the Legislature why they could not comply. Once departments have informed the Governor's Office and Finance, they are to notify the Chairperson of the Joint Legislative Budget Committee in writing regarding their inability to comply with the Supplemental Report request.

Please concurrently forward to your Finance budget analyst informational copies of correspondence, including notices of late compliance, and all reports or studies submitted to the Legislature in response to the Supplemental Report. Route all responses making policy recommendations through the appropriate Agency Secretary, as applicable. Also, route all responses related to 2012-13 budget matters through Finance for approval in conjunction with Governor's Budget decisions.

Please contact your Finance budget analyst if you have any questions.

/s/ Michael Cohen

MICHAEL COHEN  
Chief Deputy Director